



User Guide: Create and Subscribe to a Learning Path - Learner (Employees)

Purpose

There are a number of paths one can use to create and subscribe to a learning path in Oracle Learning Management (OLM), Montgomery County's learning management system. This guide provides the most efficient path for employee to create and subscribe to his/her **own** learning path. Learning path will help the learner (you) to focus on planning and executing the attainment of your personal skills and knowledge goals.

Learning Path is catalog object that contains one or more virtual groups of courses, helping learners achieve learning goals that a single course cannot address. There are situations when a learner can plan to have a learning strategy which comprises of more than once courses. For example, An IT Professional want to do a PMP as well as Data Warehousing course. Both these course do not have any relation but for a learner, it might be relevant. In such situation, Learner can create Learning Path for him/her to create a group of courses which he/she wants to attend.

Contractors, Volunteers and Interns who have a MCG Computer Network login should refer to the [User Guide for MCG Contractors and Volunteers](#) for Learning Path instructions.

Additional Information

Before logging into OLM, we recommend that you decide which learning paths and classes you want to create and enroll in. These can be found on the OHR Training and Organizational Development webpage <http://www.montgomerycountymd.gov/hr/careerdevelopment/training.html>, select Programs and Catalogs to access the two catalogs:

- **Career Development Programs – Training Catalog:** Includes Professional Development, Management Development, Mandatory Classes and Microsoft Word Classes.
- **HHS Continuous Learning – Course Catalog (CCL):** Topics of interest to the Department of Health and Human Services; social workers and therapists throughout the County.

Once you have decided what learning path you want to create and the class(s) you want to take through the learning path, go to OLM to create, subscribe and enroll.

Questions

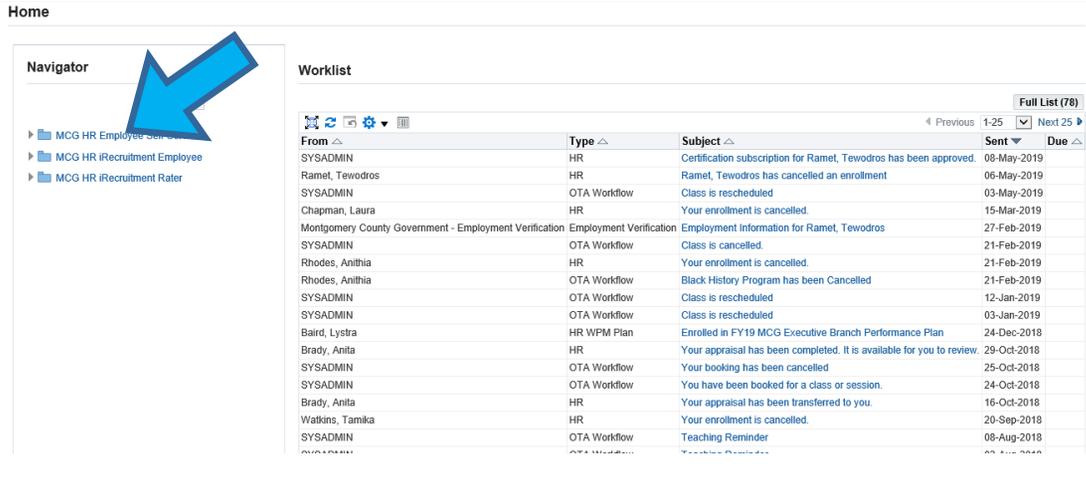
If you have questions using this guide, please contact the OLM Administrator at OLM.Admin@MontgomeryCountyMD.gov or 240-777-5116.

User Guide: How to Create and Subscribe to a learning path – Learner (MCG Employees)

Step	Action	Visual
1.	<p>How to Create your own Learning Path</p> <p>Go to the AccessMCG ePortal: https://eportal.montgomerycountymd.gov.</p> <p>We recommend that you bookmark, or add this link to your favorites for future use.</p> <p>Enter your MCG Network user name and password.</p> <p>Click Log in.</p>	
2.	<p>The ePortal menu will open.</p> <p>Click Employee Self-Service.</p>	
3.	<p>Employee Self-Service Welcome page will open.</p> <p>Click on the blue Go to Employee Self-Service button.</p>	

4. **Employee Self-Service** will open.

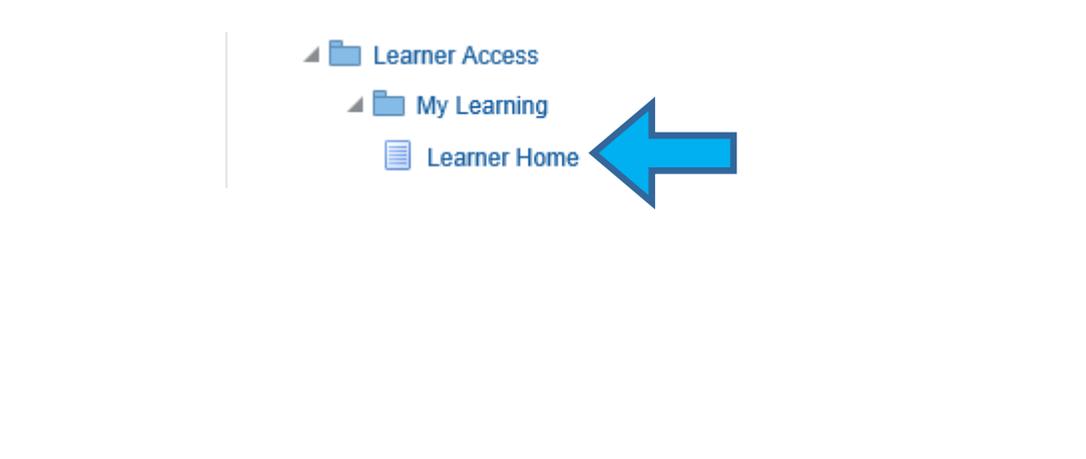
Click on **MCG HR Employee Self-Service**.



From	Type	Subject	Sent	Due
SYSADMIN	HR	Certification subscription for Ramet, Tewodros has been approved	08-May-2019	
Ramet, Tewodros	HR	Ramet, Tewodros has cancelled an enrollment	06-May-2019	
SYSADMIN	OTA Workflow	Class is rescheduled	03-May-2019	
Chapman, Laura	HR	Your enrollment is cancelled.	15-Mar-2019	
Montgomery County Government - Employment Verification	Employment Verification	Employment Information for Ramet, Tewodros	27-Feb-2019	
SYSADMIN	OTA Workflow	Class is cancelled.	21-Feb-2019	
Rhodes, Anithia	HR	Your enrollment is cancelled.	21-Feb-2019	
Rhodes, Anithia	OTA Workflow	Black History Program has been Cancelled	21-Feb-2019	
SYSADMIN	OTA Workflow	Class is rescheduled	12-Jan-2019	
SYSADMIN	OTA Workflow	Class is rescheduled	03-Jan-2019	
Baird, Lystra	HR WPM Plan	Enrolled in FY19 MCG Executive Branch Performance Plan	24-Dec-2018	
Brady, Anita	HR	Your appraisal has been completed. It is available for you to review.	29-Oct-2018	
SYSADMIN	OTA Workflow	Your booking has been cancelled	25-Oct-2018	
SYSADMIN	OTA Workflow	You have been booked for a class or session.	24-Oct-2018	
Brady, Anita	HR	Your appraisal has been transferred to you.	16-Oct-2018	
Watkins, Tamika	HR	Your enrollment is cancelled.	20-Sep-2018	
SYSADMIN	OTA Workflow	Teaching Reminder	08-Aug-2018	

5. The **Learner Access** link will appear.

Click on **Learner Home** under the *My Learning* menu that appears on the left side.



- Learner Access
 - My Learning
 - Learner Home

6. Your OLM Learner Home page will open.

In the Learning Paths section,

- Click **Create** - the Create Learning Path: Enter Learning Path Properties page displays
- Enter the **Name** of the learning path in the Name Field. If Necessary, enter;
 1. A description in the **Description** field
 2. A **Completion Target**, this should be the date by which you want to complete the Learning Path
 3. A **Notification before target**, this is the number of days in advance that you would like to be notified before the **Completion Target**
- Click **Next**

The screenshot shows the OLM Learner Home page. At the top, there are navigation tabs: "Learner Home", "Course Catalog", and "Learning History". Below these are tabs for "Current Learning", "Requested Learning", and "Forums and Chats". A search bar is present with a "Go" button and an "Advanced Search" link. The "Learning Certifications" section shows a table with columns for Certification Name, Status, Progress, Due Date, Last Completed, Renew Date, Renew, Move to History, and Unsubscribe. Below this is the "Learning Paths" section, which includes a "Create" button and a table with columns for Learning Path Name, Status, Source, Mandatory Courses Completed, Start Date, Due Date, Completion Date, Update, Move to History, and Unsubscribe. A blue arrow points to the "Create" button. Below the table is the "Enrollments" section. The bottom part of the screenshot shows the "Create Learning Path: Enter Learning Path Properties" form. The title "Create Learning Path: Enter Learning Path Properties" is circled in blue. The form has fields for Name, Description, Source (set to Learner), Completion Target (set to 24-Jul-2019), and Notification before Target (set to Day(s)).

7. A Create Learning Path: Select Courses page displays.

- Click **Add Courses**

The screenshot shows the "Create Learning Path: Select Courses" page. At the top, there are navigation tabs: "Learner Home", "Course Catalog", and "Learning History". Below these are tabs for "Current Learning", "Requested Learning", and "Forums and Chats". The page title is "Create Learning Path: Select Courses". There is a blue oval around the "Add Courses" button and the "Course Name" field. A blue arrow points to the "Add Courses" button. Below the "Add Courses" button is a table with columns for Course Name and Course Code. The table is currently empty with the text "No search conditions found" in the Course Name column.

8. The **Select Courses: Add Courses** Page displays.

- In the **Search** field, enter a full/partial course name or keyword from the course title, click **GO**
Example: Enter the word “Workplace” for Preventing Workplace Harassment Training.
- A List of available courses is displayed
- Select the Course(s) you would like to add, and then click **Apply**
- To add more courses, click **Add Courses**
- Once you have added all the required courses, click **Next** – the **Create Learning Path: Enter Target Dates** page displays

The screenshots illustrate the following steps:

- Search Step:** The user is on the 'Select Courses: Add Courses' page. A search field contains the text 'Prevent' and the 'Go' button is visible. A blue arrow points to the search field, and a blue circle highlights the page title.
- Results and Selection Step:** The search results table is displayed with the following data:

Course Name	Course Code	Enrollment Status
Preventing Workplace Harassment Course		Attended

 The row for 'Preventing Workplace Harassment Course' is selected. A blue arrow points to the 'Apply' button, and a blue circle highlights the selected row.
- Create Learning Path Step:** The user is on the 'Create Learning Path: Select Courses' page. The table shows the following data:

Course Name	Course Code	Status	Remove
Preventing Workplace Harassment Course		Completed	
Emergency Preparedness Course		Not Enrolled	

 A blue arrow points to the 'Next' button in the bottom right corner.

9. The **Create Learning Path: Enter Target Dates** page displays

- Enter the date you want to Complete each course by, in the **Completion Target** field
- Enter the number of days in advance that you would like to be notified before the **Completion Target** date for each course in the **Notification before Target (Days)** field
- Click **Submit**
- A **Confirmation** message (highlighted in yellow) will appear indicating that the Learning Path has been successfully created

N.B: - creating a Learning Path does not automatically enroll you in any of its component classes. You must also enroll in all of the Learning Paths classes

To return to your Learner Home page, click the **Home** tab.

Do not use the browser's Back button.

The screenshot displays the 'Create Learning Path: Enter Target Dates' interface. At the top, a progress bar indicates the current step is 'Enter Target Dates'. Below this, a table lists courses with their completion targets and notification periods. The 'Emergency Preparedness Course' row has its 'Completion Target' (31-Dec-2019) and 'Notification before Target (Days)' (30) fields circled in blue. A large blue arrow points down from the top right corner. Below the table, a yellow confirmation banner states: 'Confirmation: You have successfully created the learning path New Employee on Board Learning Path. To enroll in a course, click the learning path name on your home page and find offerings for the relevant course.' Below the confirmation, there are sections for 'Learning Certifications' and 'Learning Paths'.

Course Name	Completion Target	Notification before Target (Days)	Status	Remove
Preventing Workplace Harassment Course			Completed	
Emergency Preparedness Course	31-Dec-2019	30	Not Enrolled	

Confirmation
You have successfully created the learning path New Employee on Board Learning Path. To enroll in a course, click the learning path name on your home page and find offerings for the relevant course.

Certification Name	Certification Status	Progress	Due Date	Last Completed	Renew Date	Renew	Move to History	Unsubscribe
EEO/Diversity for Managers and Supervisors Learning Certification	Subscribed	Inactive	07-May-2022		07-May-2022			

Learning Path Name	Learning Path Status	Source	Mandatory Courses Completed	Start Date	Due Date	Completion Date	Update	Move to History	Unsubscribe
Human Resources Management for Employees Learning Path	Active	Catalog	1 of 2	01-Jan-2013	20-Apr-2018				
New Employee on Board Learning Path	Active	Learner	1 of 2	08-Aug-2019	31-Dec-2020				
Aspiring Supervisor Learning Path	Active	Catalog	2 of 6	01-Jan-2013	05-Aug-2022				
Customer Service Provider Learning Path	Active	Catalog	0 of 3	01-Jan-2013	07-Aug-2022				

Need Additional Assistance?

If need additional assistance using this guide or accessing MCG OLM for Contractors and Volunteers, please contact the OLM Administrator at OLM.Admin@MontgomeryCountyMD.gov or 240-777-5116